



Practice 360: Diabetes Toolset – Preparing Your EMR

- Hello and welcome to the learning series for eDOCSNL Practice 360: Diabetes **Smart Tools for Care.**
- Practice 360 is an ongoing eDOCSNL initiative designed to increase clinical value and practice efficiencies in the Med Access EMR for users in Newfoundland and Labrador..
- eDOCSNL has partnered with Diabetes Canada and provincial advisory groups on the development **that aligns to the National Diabetes Clinical Practice Guidelines. This is a first of its kind initiative that Newfoundland and Labrador and our care providers are leading**
- In this video we will detail how to prepare your EMR to enable you to use the diabetes toolset. There are a number of settings that may have to be changed, templates favorited and other preparatory steps before you may even see the content, depending on how you currently use your EMR.
- Some of these changes will need to be made by an admin user in your EMR instance. Please identify the user and have them review the documentation that will be provided on edocsnl.ca as well as watching this video.
- This video covers a lot of ground and we don't expect you to take all of this in at once. The video and accompanying documentation will be posted to edocsnl.ca under the Practice 360 tab.

- Please keep in mind that all screenshots seen in this video are taken from a test system, so the content may not exactly reflect what you see in your own EMR but be assured the final product will be supported with all the necessary information to ensure you have absolute clarity and knowledge on how to use the toolset effectively in your practice.

Template Access

Must be set up first: Go to the Profile icon in the upper left hand corner of the main EMR screen and select the “User List” when the window opens up. Select the desired user from the list.

1



2



Template Admin Permission

Navigate to the permissions tab in the user profile, select “General” and ensure that “Template Admin” is activated for the user.

The screenshot shows the user profile permissions page. The 'Permissions' tab is selected, and the 'General' sub-tab is active. The 'General Permissions' table shows the following permissions:

Permission	Allow	Deny
Application Admin	<input checked="" type="radio"/>	<input type="radio"/>
Template Admin	<input checked="" type="radio"/>	<input type="radio"/>
Signs For Self	<input checked="" type="radio"/>	<input type="radio"/>
Signs For Others	<input checked="" type="radio"/>	<input type="radio"/>
May Change Default	<input checked="" type="radio"/>	<input type="radio"/>

The 'Privilege' table lists the following privileges:

Privilege	Allow	Deny
Site Audit Log	<input checked="" type="radio"/>	<input type="radio"/>
Report Privilege	<input checked="" type="radio"/>	<input type="radio"/>
Billing Report Privilege	<input checked="" type="radio"/>	<input type="radio"/>
Print Privilege	<input checked="" type="radio"/>	<input type="radio"/>
Merge Privilege	<input checked="" type="radio"/>	<input type="radio"/>
Batch Privilege	<input checked="" type="radio"/>	<input type="radio"/>
Create/Edit Providers and Facilities	<input checked="" type="radio"/>	<input type="radio"/>
Inactivate Providers/Facilities	<input checked="" type="radio"/>	<input type="radio"/>
Save As Template	<input checked="" type="radio"/>	<input type="radio"/>
Add/Remove Group/Location Favorites	<input checked="" type="radio"/>	<input type="radio"/>

In order to be able to access the template library, you may need to have “Template Admin” activated under your profile.

It is possible that you already have access to this feature and don’t need to do anything to proceed. If this is the case, you will already see the “Templates” icon on your dashboard as described previously.

In some cases, an admin user in your EMR instances may be needed to enable this for you if you are unable to access these settings in your profile.

To enable this feature, simply navigate to the “Permissions” tab under the user profile in question, select “General” and click the button to “Allow” the Template Admin functionality.

You should now see the Templates icon on your dashboard.

Practice 360 Content Information

Use of the Diabetes Toolset requires various task templates to be favorited for use.

This means that you will be selecting the user or clinic favorite depending on whether practice 360 is being set up for a user or for the clinic.

Left heart – user favorite



Right heart- clinic favorite

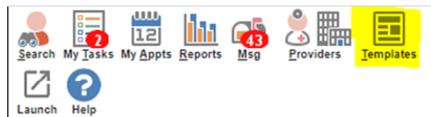
Each of the task templates is prefixed with ***edocsnl**

Accessing the Template Library

Now that you have set the permissions for Template Management you should now be able to step through the templates set up.

1 Click the “Templates” icon on the upper right of your dash board

2



Throughout this video you will see and hear references to the template library. To access the template library, simply click the “templates” icon in the upper right corner in your normal dashboard view.

Note that you cannot see this icon while in a patient chart.

If you do not see the icon, it means you do not have the template library made viewable in your profile permissions.

In this case, you may have to get an admin user to turn on the permission for you in order to complete some of the next steps.

How to Favorite the Visit Template

- 1 With in Template Management window click the “Visits” Tab on the horizontal list of template tabs
- 2 In Template Name field Search for *eDOCSNL
- 3 Click the heart icon to the right to favorite a template (*eDOCSNL Diabetes Visit). The left heart favorites it for the user, the right heart favorites the template for your clinic use.



Determine if you are setting up for the user or for the clinic

Favoriting templates is not difficult but does require knowing how to navigate the template library.

To favorite task templates, enter the task library as described previously and select the “task” tab from the tabs in the horizontal line towards the top of the page.

In the “Template Name” field, type “diabetes”.

The templates you need to favorite are listed on the following slide. To favorite a template for use for yourself, click the leftmost heart which you will find to the right of the template you have selected. If you want to favorite the template so that everyone in your clinic can use it, you will click the rightmost heart.

When the color changes from grey to pink, you have successfully favorited the template.

Practice 360 Content Information

We have referrals for Diabetes programs that may not be in your region.
As you set up the content, you need to decide whether you would
favorite for example: a WH Diabetes Program referral when you are in
Eastern Health. Favorite only the content that would be used.

Searching for Task Templates- use your CATEGORY filter to search for the different Task Templates

In the template library select the task tab

The screenshot shows the 'Template Management' interface. At the top, there is a navigation bar with tabs for 'Demog', 'Visits', 'Tasks', 'Bills', 'Meds', 'Profile', 'Labs', 'Invest', 'Consults', 'Imm', 'Goals', and 'Appt'. The 'Tasks' tab is currently selected and highlighted. Below the navigation bar, the 'Task Templates' section is visible. A search filter bar is present with the following fields: 'Category' (set to 'Attachment'), 'Type' (set to 'All'), 'Description' (empty text input), 'Status' (set to 'All'), 'Discipline' (set to 'All'), 'Territory' (set to 'All'), 'Domain' (set to 'All'), and 'Template Name' (set to 'edocsrnl diab'). A yellow rectangular box highlights the entire search filter area, and a black oval highlights the 'Category' dropdown menu.

Task Templates to Favorite

eDOCSNL Diabetes Visit (you should have already favorited this slide-6)

eDOCSNL Eastern Health Diabetes Program Referral – Category=Consult (Used to contact EH Diabetes Program)

eDOCSNL Western Health Diabetes Program Referral – Category=Consult (Used to contact WH Diabetes Program)

eDOCSNL Central Health Diabetes Program Referral – Category=Consult (Used to contact CH Diabetes Program)

eDOCSNL Labrador-Grenfell Health Diabetes Program Referral – Category=Consult (Used to contact LG Diabetes Program)

eDOCSNL Diabetic Foot Exam/Foot Care- Category=Attachment (as per the below)



The screenshot shows the 'Task Templates' interface. At the top, there are several filter dropdowns: Category (Attachment), Type (All), Description (empty), Status (All), Discipline (All), Territory (All), Domain (All), and Template Name (eDOCSNL diab). Below the filters, there is a table with columns for Days, Description, Reason, and Observation Template. The table contains one row with the following data:

Days	Description	Reason	Observation Template
0	Attachment("eDOCSNL Diabetic Foot Exam), Diabetic Foot Exam, Diabetic Foot Exam/Foot Care		eDOCSNL Diabetic Foot Exam

Here is a list of the templates that we would suggest favoriting.

The only absolutely necessary template to favorite is the “eDOCSNL Diabetes Visit” template, the rest are optional.

However, if you do not favorite them, the only place you will be easily able to access them is from the eDOCSNL Diabetes Care plan.

Favoriting them will allow you to use them from other areas of the patient’s chart.

Task Templates to Favorite

eDOCSNL Medication Therapy Services Referral- Category = Consult

eDOCSNL q3 Monthly HbA1c- Category = Lab

eDOCSNL Diabetic Annual Labs- Category = Lab

eDOCSNL Annual Screening Bloodwork for NAFLD – Category = Lab

Task Template Types

In order to use the task templates, the types need to be set to active.

Activating CDM Task Type for Category = Recall

1 Hover over the word “Type” in a task and click the folder icon that appears

2

Task

Task Template	
Template Name	eDOCSNL Diabetes Recall
Category*	Recall
Type	CDM
Description	Diabetes Review
Reason	DIABETES MELLITUS 250

3 Ensure that “Active” is selected for the types in the following slides.

4

Description	
Name	Active
CDM	<input checked="" type="checkbox"/>

The eDOCSNL tools and custom templates come with some custom task types for standardization and to ensure the goals, reports, triggers and dashboard function properly.

In order to specify a “type” in a task, which is useful for filing the task and finding it later, you will need to activate the types for each task.

To do this you will need to click on the name of the tasks in the previous slides one by one and activate the types as seen in the next few slides.

“types” are activated by clicking on managed list

Activating Task Type Diabetic Foot Exam for Category = Attachment

- 1 Locate the “eDOCSNL Diabetic Foot Exam/Foot Care” Template and open it (Hover over the word “Type” in the task and click the folder icon that appears) and activate the following type below:

Diabetic Foot Exam

Attachment Types Management

Name	Active	Sort
Clinical Note	<input type="checkbox"/>	0
Consent for Immunization	<input type="checkbox"/>	0
COPD Action Plan	<input type="checkbox"/>	0
Diabetic Foot Exam	<input checked="" type="checkbox"/>	0
Framingham Risk Score	<input type="checkbox"/>	0

Activating Task Type Diabetes Program Category = Consult

Find any of the Diabetes Program referrals and open the task then, hover over the word "Type" in the task and click the folder icon that appears. Activate the following type below:

Diabetes Program ☑

Consult Types Management

Return Help

Table	Description	Use Privilege	Edit Privilege
Consult Types	<input type="text"/>	Public	Public

Name	Active	Sort
Diabetes Program	<input checked="" type="checkbox"/>	0

As well as: "Smokers' Helpline", "Pharmacist" and "Ophthalmologist"

Activating Profile Types

Template management: Select Profile Tab

- 1** Select NEW (far right) then choose category of 'Lifestyle'. Hover over the word "Type" on task and click the folder icon that appears
- 2** Search for either of these types below and make ACTIVE

Name	Active
Ex-Smoker <= 5 years	<input checked="" type="checkbox"/>
Ex-smoker > 5 years	<input checked="" type="checkbox"/>
Exercise	<input checked="" type="checkbox"/>
Marijuana	<input checked="" type="checkbox"/>
No Smoking, No Alcohol	<input checked="" type="checkbox"/>
Non-smoker	<input checked="" type="checkbox"/>
Pollution	<input checked="" type="checkbox"/>
Smoker	<input checked="" type="checkbox"/>
Transgender	<input checked="" type="checkbox"/>
Vaping with Nicotine	<input checked="" type="checkbox"/>
Vaping without nicotine	<input checked="" type="checkbox"/>
Alcohol	<input checked="" type="checkbox"/>
Smoking	<input checked="" type="checkbox"/>
Drug Use	<input checked="" type="checkbox"/>
Eating	<input checked="" type="checkbox"/>

Activating Task Types for Lab Requisitions

Go to either of the following templates:

Lab, Diabetes Labs 3 Months, q3 Monthly HbA1c, eDOCSNL q3 Monthly HbA1c	3 months
Lab, Diabetes Lab Annual, Annual Diabetic Labs, eDOCSNL Diabetic Annual Labs	1 year

Favorite the following types:

Diabetes Lab 3 Months	<input checked="" type="checkbox"/>
Diabetes Lab Annual	<input checked="" type="checkbox"/>

As well as "NAFLD Screening (ALT)"

Activating Task Types for Immunization

Go to either of the following templates:

Immunization, Pneumococcal Conjugate, Diabetic Pneumococcal Vaccine

Immunization, Pneumococcal Polysaccharide, Diabetic Pneumococcal Vaccine

Favorite the following types:

Influenza Vaccine	<input checked="" type="checkbox"/>
Pneumococcal Conjugate	<input checked="" type="checkbox"/>
Pneumococcal Polysaccharide	<input checked="" type="checkbox"/>

Activating Task Types for other categories

Additional types to be activated:

- Navigate to the Attachment task for the Framingham CV Risk tool and activate: "PHQ-9" and "GAD-7", ensure the "Framingham" type is active
- Bring up a blank task, change the category to "Meds" and activate the type "Authorization"

Check that the above are active: Open up the particular Category type task and then look at the list of types in the drop down. If the particular type is not there as above, you will need to open up the type management as shown in [slide 12](#) and activate the types for the particular above category.

Ensure the Care Plan is Active

1 Click the “Templates” icon on the upper right of your dash board

2



3

Click the “List” icon in the upper right corner to see a list of care plans in your EMR instance

4



5

Click the name of the care plan (in this case it will be called the “eDOCSNL Diabetes Care Plan” and change status to “Active” under the Demographics tab and Click “Save”

6



Care Plan Diabetes

Demog	Tasks	Bills	Meds
Demographics Last CR Verified:			
Create Care Plan			
Care Plan Name	Diabetes		Status Inactive
Save			

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The diabetes care plan should be active on import. However, each EMR instance is different and you may discover that the care plan comes into your instance as inactive.

If this is the case you will not be able to see the eDOCSNL Diabetes Care Plan in your dropdown list of careplans which are found by hovering over the “Careplan” icon in a visit.

If this is the case, navigate to the Template library as described previously, click the “List” icon in the very upper right corner of your screen, locate the eDOCSNL Siabetes Care Plan and click it.

When you have accessed the care plan, click the “Demographics” tab in the plan and changes the status from “Inactive” to “active”.

You will now be able to use the eDOCSNL Diabetes Care plan as you would any other.

Favoriting the eDOCSNL CPP Sidebar

1 Navigate to the dashboards tab under the template menu.

2



3 Select the type “Sidebar”, locate the **NL CPP** Sidebar and favorite it either for yourself or the clinic using the appropriate heart icon.

4



The default sidebar, that you see to the far right on every patient chart, may not have a visible section for goals.

eDOCSNL has built a sidebar which has this feature and more that you may need to use to view the goals from a patient chart view.

To be able to access this sidebar, you will need to favorite it.

Go to the template library and select the “dashboards” tab, find the eDOCSNL NL CPP sidebar and favorite it.

Favoriting the eDOCSNL Diabetes Dashboard

1 Navigate to the dashboards tab under the template menu.

2



3 Select the type “Main”, locate the eDOCSNL-CDM:Diabetes and favorite it either for yourself or the clinic using the appropriate heart icon.

4

Dashboards

Name	Type	Description	Type	User				
eDOCSNL	Main	eDOCSNL - CDM: Diabetes	Main					

The default sidebar, that you see to the far right on every patient chart, may not have a visible section for goals.

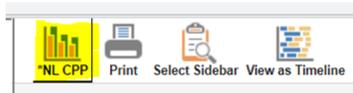
eDOCSNL has built a sidebar which has this feature and more that you may need to use to view the goals from a patient chart view.

To be able to access this sidebar, you will need to favorite it.

Go to the template library and select the “dashboards” tab, find the eDOCSNL NL CPP sidebar and favorite it.

Accessing the sidebar from patients chart

Once favorited, the sidebar will appear as selectable on the top of your existing sidebar, simply click it to make it appear.



If you wish this sidebar to be your personal preference, go to your profile, and go to preferences tab and select this sidebar from the sidebar drop down.

User Interface Preferences

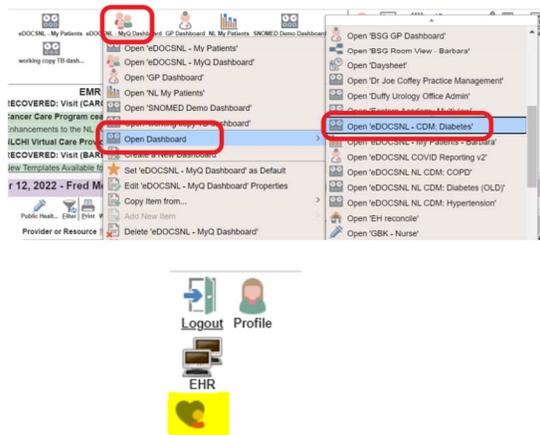
Default Tab: Demographics

Chart Summary: Default

Sidebar: NL CPP

Now, when you are in a patient's chart, you will see the eDOCSNL NL CPP Sidebar icon on top of your existing sidebar. Click the icon to open the sidebar, which will have the goals functionality enabled.

Accessing the Dashboard from main EMR screen



- 1 Right click on any dashboard icon on your default dashboard
- 2 Hover over “Open Dashboard”
- 3 Select the “eDOCSNL – CDM: Diabetes” dashboard
- 4 Favorite the dashboard by clicking the heart icon in the upper left corner of your dashboard

Name the template. We would suggest the title you see here as it will be consistent with future content from the initiative and is a meaningful and recognizable title. Specify a duration for the appointment. Your approach to this will depend on your intent. If you would like to complete the visit template in one visit, make sure you specify a realistic time frame for doing this.

Make sure the appointment type is active or you won't be able to use it.

The “edit privilege” dictates who can change this appointment type and its characteristics, while the “use privilege” can restrict who can use this appointment type.

Make sure you attach the visit template that was outlined in the preceding slides, this would be “eDOCSNL Diabetes Visit”. If this step is not performed correctly then the template will not launch automatically when the visit is started.

Configuring user profiles for Goals

Navigate to user profile then permissions tab, select “other” and ensure that Goals are set to ‘Approve’ for the user.

Other Permissions				
Name	Approve	Write	Read	None
Allergy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Billing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demographics	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Goal	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Label	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Med	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Schedule	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If this is a clinic or user that has not had the goals feature turned on, you need to review that all population health goals are in a deleted status. Go to the Goals tab of the templates library and inactivate the population goals that are on this tab.

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In order to take advantage of the goals feature in the Diabetes Care Plan, user accounts will need to be configured to enable access to the feature.

It is possible that you already have access to this feature and don't need to do anything to proceed.

You can verify this by checking your user account profile or activate this permission if it is not already enabled for you.

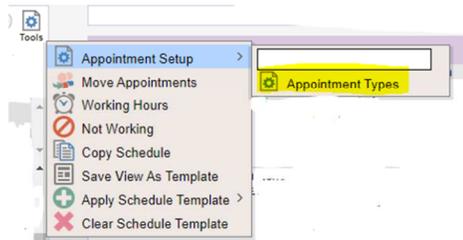
In some cases, an admin user in your EMR instances may be needed to enable this for you.

To enable this feature, simply navigate to the “Permissions” tab under the user profile in question, select “Other” and click the button to “Approve” the goals feature.

Making an Appointment Type for Diabetes Management

1 In the upper right corner of your daysheet right click the “tools” icon, hover over “Appointment Setup” and Select “Appointment Types”

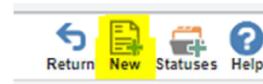
2



3

Select “New” in the upper right corner

4



This next piece is optional and is the final configuration step to prepare your EMR for using the Practice 360 Diabetes Tools.

If you would like to launch the diabetes visit template directly from your daysheet, you can attach the visit template to an appointment type and then it will launch automatically when you start the visit.

Right click the “tools” icon in the corner of your schedule, hover over “appointment Setup” and select “appointment Types”.

Select “new” in the upper right corner of the list of appointment types.

Setting up the Appointment Type

Name*	eDOCSNL NL CDM:Diabetes
Duration	30 (minutes)
Sort Order	0
Colour	Light Blue
Can't Overlap	<input type="checkbox"/>
Max Per Day	
Multi-Patient Appointment	<input type="checkbox"/>
Active	<input checked="" type="checkbox"/>
Virtual Visit	<input type="checkbox"/>
Self-Bookable	<input type="checkbox"/>
Edit Privilege	Public
Use Privilege	Public
Resource	
Equipment	
Room	
Facility	
Billing Template	
Task Template	
Visit Template	eDOCSNL NL Diabetes Flow sheet with d
Workflow Step	
Concern	
Appointment Notes	
Critical	<input type="checkbox"/>

- 1 Specify a name for the template. Make it meaningful.
- 2 Specify how long you want this appointment to be scheduled for
- 3 Make sure the appointment type is set to "Active" or you won't be able to use it
- 4 In the edit and use privilege fields you can restrict the use and ability to edit to specific staff members or leave public.
- 5 Attach the template by selecting from the list that appears by clicking "Visit Template".

Name the template. We would suggest the title you see here as it will be consistent with future content from the initiative and is a meaningful and recognizable title. Specify a duration for the appointment. Your approach to this will depend on your intent. If you would like to complete the visit template in one visit, make sure you specify a realistic time frame for doing this.

Make sure the appointment type is active or you won't be able to use it.

The "edit privilege" dictates who can change this appointment type and its characteristics, while the "use privilege" can restrict who can use this appointment type.

Make sure you attach the visit template that was outlined in the preceding slides, this would be "eDOCSNL Diabetes Visit". If this step is not performed correctly then the template will not launch automatically when the visit is started.

Thank You

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Newfoundland
Labrador

- This concludes the EMR setup to enable use of the Diabetes Tools. If you have any trouble following these steps, please reach out to info@edocsnl.ca.
- Thank you for watching this Practice 360: Diabetes Toolset video. This toolset is a collaborative initiative of eDOCSNL and Diabetes Canada
- For more detail on each component of the toolset please continue watching the remainder of the video series which can be found on the eDOCSNL website at edocsnl.ca under the Practice 360 tab.